



# **SOUTH FLORIDA WATER MANAGEMENT DISTRICT**

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*Contracts Manager*  
*(561) 682-6380*



## TOPICS

# HOW TO DO BUSINESS WITH THE DISTRICT

- ➡ Overview Of Procurement Process
- ➡ T I Ps on Developing A Business Relationship With The District
- ➡ Sources to Help You Find Out More



*The  
Process*

# HOW TO DO BUSINESS WITH THE DISTRICT

## PROCUREMENT POLICY & GUIDING PRINCIPLES

- ➡ Follows Generally Accepted Public Procurement Practices
- ➡ Ensures Business is Conducted with Integrity
- ➡ Ensures Open and Fair Competition
- ➡ Meets Customers' Needs for Quality Products and Services
- ➡ Adheres to Principles of Competitive Bidding Relative to Cost and Timely Delivery
- ➡ Maintains Public's Trust



# HOW TO DO BUSINESS WITH THE DISTRICT

## STANDARDS FOR COMPETITION

- ➔ General Procurements
  - ➔ Majority of Acquisitions
  - ➔ RFB, RFP, RFQ
- ➔ Consultants' Competitive Negotiation Act (CCNA)

The  
Process



The  
Process

# HOW TO DO BUSINESS WITH THE DISTRICT

## General Procurements

⇒ Competitive Thresholds:

⇒ ≤ \$10,000 --No Competition/Verbal Quotes

⇒ >\$10,000 to \$50,000 --3 Written Quotes (RFQ)

⇒ Small Purchases, Simplified Procedures

⇒ >\$50,000:

⇒ Request for Bids (RFB)- Precise Specs, Best Price

⇒ Request for Proposals (RFP)-Qualitative, Selection Committee, Negotiated Terms & Price

⇒ Pre-qualified List of Vendors (RFI)--Two Step Process



The  
Process

# HOW TO DO BUSINESS WITH THE DISTRICT

## C.C.N.A.

- ➡ Section 287.055, Florida Statute
- ➡ Professional Services: Architectural, Engineering, Landscape Architecture & Registered Land Surveying Services.
- ➡ Selection Committee
  - ➡ Open Meetings, Diverse Composition Required
  - ➡ Weighted Criteria: Technical, Qualifications & Experience; Project Schedule; Location; Supplier Diversity; Previous District Work
- ➡ Price Negotiated After Selection



The  
Process

# HOW TO DO BUSINESS WITH THE DISTRICT

## RESPONSIVE & RESPONSIBLE

- ➡ Selected Bidders Must Meet Both Criteria
- ➡ A Responsive Bid is a Bid Submitted by a Qualified Respondent, Which Meets All Requirements of the Solicitation.
- ➡ A Responsible Bidder is One Who Has the Capability In All Respects to Perform Contract Requirements and Provides Evidence of Integrity and Reliability to Ensure Good Faith Performance



# HOW TO DO BUSINESS WITH THE DISTRICT

## BUSINESS OPPORTUNITIES FY2001

**What  
Do  
We  
Buy?**

- ➡ Chemical Treatment, Material Testing
- ➡ Laboratory Analysis/Testing Services
- ➡ Tree Management Services
- ➡ Well Construction/Drilling
- ➡ Computer Programming Services
- ➡ Maintenance & Repair
- ➡ Printing & Binding Services
- ➡ Water Control Structures





**Who  
Makes  
It  
Happen?**

# HOW TO DO BUSINESS WITH THE DISTRICT

## ACQUISITION TEAM

- ➔ Purchasing
  - ➔ **Approx. \$39 mil. Commodity Purchases Annually**
- ➔ Contracting
  - ➔ **Approx. \$63 mil. Service Contracts Annually**
- ➔ Support Team
  - ➔ **Equity in Contracting**
  - ➔ **Office of Counsel**

# HOW TO DO BUSINESS WITH THE DISTRICT

# TIPS



## Pre-Solicitation Phase

How  
Do  
I  
Get  
Involved?

- ➔ Get To Know the District
  - ➔ Visit the Procurement Web Site
  - ➔ Contact the Bid Hotline
  - ➔ Check Legal Notices for Advertised Solicitations
  - ➔ Attend Business Day
- ➔ Complete Vendor Registration Form
- ➔ Get Certified as an M/WBE

# HOW TO DO BUSINESS WITH THE DISTRICT

# TIPS

## Solicitation Phase

- ➔ Read Solicitations Carefully
- ➔ Attend Pre-Bid/Proposal Conferences
- ➔ Submit Questions During Inquiry Period
- ➔ Submit All Required Forms Timely--Properly Executed/Signed
  - ➔ Bid/Proposal Due Date & Time are Noted on the Front of Solicitation Document
  - ➔ Submittals Must Be Time Stamped By Procurement Department--2:30 p.m. is Acceptable, 2:31 p.m. is Late



How  
Do  
I  
Get  
Involved?



# HOW TO DO BUSINESS WITH THE DISTRICT

# TIPS

## Award Phase

- ⇒ Check Web Site for Project Status
- ⇒ Call Bid Hotline for Project Status
- ⇒ If Unsuccessful, Follow Up and Request a Debriefing
- ⇒ Review Successful Bids/Proposals
- ⇒ Don't Give Up

How  
Do  
I  
Get  
Involved?



# Find Out More ... **TIPS**

## Procurement/Contracting:

- ⇒ Hotline: 1-800-472-5290
- ⇒ Purchasing: (561) 682-6390
- ⇒ Contracts: (561) 682-6391
- ⇒ Equity In Contracting: (561) 682-2847

[www.sfwmd.gov](http://www.sfwmd.gov)

2001

Type	Solicitation Number	Project Title	M/WBE Goal	Issue Date	Pre-Bid Conf. On	Responses Due	Addenda Issued	Type of Service	Contract Specialist	Cost
	<i>Click on No. for a Plan Holders/ Contractors List *</i>	<i>Click on Title for a Project Description</i>			<i>Click on No. for a Pre-Bid/ Pre-Proposal Conference Attendee List</i>		<i>Click on No. Below to view the Addenda</i>			
RFB	<a href="#">C-12494</a>	<a href="#">C-4 S65B Pump Station, Dade County</a>	11%	1/18/01	<a href="#">1/29/01 - O</a>	3/1/01	<a href="#">1</a> , <a href="#">2</a> , <a href="#">3</a>	Construction	Jon Gleason	N/A
RFP	IRL FY2001	<a href="#">Indian River Lagoon License Plate</a>	N/A	1/29/01	N/A	3/5/01	N/A	Grant	Cathy Richards	N/A
RFP	<a href="#">C-12281</a>	<a href="#">Investigation of Long-Term Stability/Phosphorus Accretion by Aquatic System</a>	14%	2/14/01	<a href="#">2/20/01 - O</a>	3/12/01	N/A	Contractual	Alex Cotleur	N/A
RFP	<a href="#">C-12693</a>	<a href="#">Water Management District Service Center Office - Orange or Osceola County</a>	N/A	2/12/01	N/A	3/13/01	N/A	Contractual	Donna Lavery	N/A
RFB	<a href="#">C-12497</a>	<a href="#">S-65E Lock Refurbishment, Okeechobee</a>	12%	2/13/01	<a href="#">2/22/01 - O</a>	3/13/01	N/A	Construction	Marilyn Ivory	N/A
RFP	<a href="#">C-11934</a>	<a href="#">PC/Unix Hardware Maintenance/HQ</a>	13%	2/16/01	3/1/01 - O	3/13/01	<a href="#">1</a> , <a href="#">2</a>	Contractual	Gabe Ocasio-Davila	N/A



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RFP	<a href="#">C-11935</a>	<a href="#">PC/Unix Hardware Maintenance/North</a>	12%	2/16/01	3/1/01- O	3/13/01	<a href="#">1, 2</a>	Contractual	Gabe Ocasio-Davila	N/A
RFP	<a href="#">C-11936</a>	<a href="#">PC/Unix Hardware Maintenance/West</a>	N/A	2/16/01	3/1/01-O	3/13/01	<a href="#">1, 2</a>	Contractual	Gabe Ocasio-Davila	N/A
RFP	C-12684	<a href="#">Auctioneer Services</a>	N/A	2/15/01	N/A	3/14/01	N/A	Contractual	Donna Lavery	N/A
RFB	<a href="#">C-12560</a>	<a href="#">Uniform Services</a>	N/A	2/20/01	N/A	3/15/01	N/A	Contractual	Linda Greer	N/A
RFB	C-12465	<a href="#">Tree Wizard Restoration/Earthwork, Lee County</a>	13%	2/15/01	3/2/01 -O	3/15/01	N/A	Construction	Linda Greer	N/A
RFB	<a href="#">C-12476</a>	<a href="#">Culvert PC04-L19 Replacement, Palm Beach County</a>	14%	2/16/01	<a href="#">2/26/01 -O</a>	3/16/01	N/A	Construction	Donna Lavery	N/A
RFB	<a href="#">C-11460</a>	<a href="#">C-35 Canal Bank Restoration, Osceola County</a>	14%	2/19/01	2/28/01-O	3/19/2001	N/A	Construction	Marilyn Ivory	N/A
RFP	<a href="#">C-11625</a>	<a href="#">Monitoring Equipment Installations</a>	11%	2/19/01	N/A	3/26/01	N/A	Contractual	Linda Greer	N/A
---	AWS FY02	<a href="#">Alternative Water Supply Funding Program Guidelines/Application</a>	12%	1/2/01	N/A	4/2/01	N/A	Grant	Cathy Richards	N/A

RFP	<a href="#">C-12128</a>	<a href="#">Johnson Island Cattle Grazing Lease</a>	N/A	2/21/01	3/19/01 -M	4/4/01	N/A	Contractual	Patrick Ryan	N/A
RFB	C-12496	<a href="#">Tree Wizard Nursery Site Restoration</a>	11%	2/20/01	3/2/01 - O	4/18/01	N/A	Construction	Linda Greer	N/A
RFP	<a href="#">C-10197</a>	<a href="#">Seepage Study</a>	13%	10/6/00	N/A	ON HOLD	<a href="#">1</a>	Contractual	Patrick Ryan	N/A
RFB	<a href="#">01-006</a>	<a href="#">Engine Oil</a>	N/A	1/25/01	N/A	3/2/01	<a href="#">1,2</a>	Commodities	Rick Vojtas	N/A
RFB	01-017	<a href="#">Trash Loading Dump Truck</a>	N/A	1/31/01	N/A	3/6/01	<a href="#">1</a>	Commodities	Rick Vojtas	N/A
RFB	<a href="#">01-016</a>	<a href="#">Drum and Cable Hoist</a>	N/A	2/1/01	N/A	2/28/01	N/A	Commodities	Lois Begnoche	N/A
RFB	<a href="#">01-020</a>	<a href="#">Self-Contained Slide Gates and Operators</a>	N/A	2/7/01	N/A	3/8/01	N/A	Commodities	Seb Carta	N/A
RFB	01-022	<a href="#">Sale of Surplus Property, Gas Skillet</a>	N/A	2/27/01	N/A	3/21/01	N/A	Commodities	Lois Begnoche	N/A



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## Pending Solicitations

*FEBRUARY 28, 2001*

Solicitation Type	Solicitation Number	Project Descriptions	Estimated Release Date	Type of Service	Contract Specialist
RFB	C-12456	C-23 Main. Dredge Phase 2	March 2001	Construction	Jon Gleason
RFB	C-12477	PC 12 - C 34 Culvert Replacement	March 2001	Construction	Marilyn Ivory
RFB	C-12489	S8 / S9 Fuel Tank Replace	March 2001	Construction	Donna Lavery
RFB	C-12495	C-4 Canal Dredging	March 2001	Construction	Jon Gleason
RFB	C-12488	L-8 Piping Repair	March 2001	Construction	Jon Gleason
RFP	C-12732	Everglades Stormwater Monitoring	March 2001	Construction	Donna Lavery
RFB	C-12457	C-24 Bank Stabilization Phase 2	March 2001	Construction	Jon Gleason
RFB	C-12467	Loxahatchee Slough Restoration	March 2001	Construction	Jon Gleason
RFB	C-XXX	Golden Gate Str. 1 Replace	March 2001	Construction	Jon Gleason
RFB	C-12459	Faka Union #5 Retrofit	March 2001	Construction	Jon Gleason
RFB	C-11423	CR 951 Canal Improvements	March 2001	Construction	Jon Gleason

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RFB	C-XXX	Golden Gate Str. 1 Replace	March 2001	Construction	Jon Gleason
RFB	C-12459	Faka Union #5 Retrofit	March 2001	Construction	Jon Gleason
RFB	C-11423	CR 951 Canal Improvements	March 2001	Construction	Jon Gleason
RFB	C-10412	Coco Canal Phase 4	March 2001	Construction	Jon Gleason
RFP	C-12567	Evaluation of Methods of Mechanical Harvesting	March 2001	Contractual	Donna Lavery
RFB	C-11633	Sale of Tree Farm/Nursery #1 Inventory - Sta 3/4 PB County	March 2001	Contractual	Linda Greer
RFP	C-12650	SCADA/Water Management System	March 2001	Contractual	Donna Lavery
RFB	C-11471	Arnold Property	April 2001	Construction	Jon Gleason
RFB	C-11473	Byrd Stockyard	April 2001	Construction	Jon Gleason
RFB	C-12484	Loxahatchee Slough Res. G-160	May 2001	Construction	Jon Gleason
RFB	C-12491	CREW - Youngquist Site Rest.	June 2001	Construction	Jon Gleason
RFB	C-E306	Construction of US Highway 27 Bridge & G-370 Canal	March 2001	Construction	Jessica Flathmann
RFP	C-E304	G-370 & G-372 Pump Station Construction	May 2001	Construction	Jessica Flathmann
RFB	C-E307	Construction STA 3/4 Area	April 2001	Construction	Jessica Flathmann
RFB	C-E309	Power Distribution	April 2002	Construction	Jessica Flathmann
RFB	C-E303	Construction of Spillways G-371 & G-373	May 2003	Construction	Jessica Flathmann

Note: "E" in Solicitation Number denotes an Everglades Project

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